

Cascade County

Job Vacancy Announcement

Position: Fair Coordinator	Closing Date: April 27, 2012
Dept.: ExpoPark	Dept. Adm.: Lisa Bracco
Type of Position: Full-time	Salary: \$24,000 to \$29,000
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION OF POSITION

Oversees Fair commercial exhibits, demonstrators, entry office and superintendents and assists the Director of Special Projects as needed. Manages Fair-Time commercial exhibits and demonstrators. Seeks out contracts and evaluates performances of Commercial Vendor. Oversees the production and operations of programs. Aggressively seeks new exhibitors through mailings, attendance at trade shows, etc. Process all documentation related to exhibitors to include, preparation and dissemination of applications, reviewing and selecting new exhibitors from applications submitted, issuing contracts, ensuring timely collection of monies, determining available space, determining layout of all exhibits and monitoring daily attendance. Develops new and existing schedules for commercial exhibits, demonstrators; seeks out contracts and evaluates performances of Commercial Vendors; processes all documentation related to exhibitors to include, preparation and dissemination of applications, reviewing and selecting new exhibitors from applications submitted, issuing contracts, insuring timely collection of monies, determining available space, determining layout of all exhibits and monitoring daily attendance; serves as Fair liaison with commercial as well as judges and demonstrators; establishes and maintains effective and consistent working relationships with co-workers, Fair clients, and the general public; produce and distribute quarterly newsletter, as well as daily Fair vendor worksheets/newsletters; coordinate with Advisory Board regarding their involvement in the Fair, including, but not limited to the booth reviews; develop and maintain Fair maps for booth layouts, both indoor and outdoor; assist independent contractor and Marketing and Sales Director in the development of pre-Fair brochure and Fair daily program; assist independent contractor in development and execution of Fair surveys as needed; complete post-Fair reports including number of entries, exhibitors etc.; supervise vendor pass/ticket procurement and distribution; assist in the drafting and updating (as necessary) commercial vendor handbook; maintain Fair database including commercial vendors, demonstrators, judges, booth waiting list, awards, Advisory Board members and vendor passes; obtain Exhibitors Guide advertisers; complete Fair reports to all Fair organizations including Rocky Mountain Fairs Association and IAFE; work with the Marketing and Sales Director and the Fair’s independent marketing firm in obtaining sponsorships; based upon vendor performance, send dismissal/probation letters to vendors for following year’s Fair; work as back-up receptionist, administrative assistant, event coordinator if needed; process vendor payments and invoicing; maintain and update Montana ExpoPark reader signage; other duties as assigned.

JOB REQUIREMENTS

Knowledge and understanding of: Principles and practices of fairs and events; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, state and federal laws and it relates to event production; modern office procedures and computer equipment; principles and practices of supervision, training and personnel management; public relations techniques; event promotion and marketing approaches and event planning and organizational techniques; operational characteristics of events, including crowd management and control techniques; fire and public safety regulations, food service practices, A/V equipment and relevant Federal, state, and local regulations; safety rules, procedures and practices; Word, Excel, Outlook, Publisher and Internet usage.

Skills to: Organize and direct fair and event operations; operate a personal computer using word processing, spreadsheets, and specialized database applications appropriate to assigned duties; ensure coordination of multiple aspects of the annual fair and exhibits; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to: Work weekends, long and irregular hours prior to and during the annual State Fair and as needed for other events; speak clearly and persuasively in positive or negative situations; observe safety and security procedures; lift and/or move up to 50 pounds; work proficiently both independently and with a team; communicate well with the General Manager, Marketing and Sales Director, Department Heads, ExpoPark employees, vendors, exhibitors, performers, customers and the general public both orally and in writing, using both technical and non-technical language; establish and maintain effective working relationships with co-workers, management, exhibitors, performers, vendors and the general public; maintain confidentiality; coordinate, analyze and utilize a variety of reports and records; employ and enforce safety practices and procedures: occasionally work outside normal hours; work with many different cultures respecting their heritage and traditions; respond promptly to requests for service and assistance from the public and various office personnel; observe work hours; demonstrate punctuality; work collaboratively with management and coworkers; observe established lines of authority.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from a college or university with an Associate’s Degree in Public Administration, Business Administration or closely related field; **and** two (2) years’ experience in planning and organizing large-scale business, association or community events, fairs, or exhibition management, including one (1) year of supervisory experience; **or** any equivalent combination of experience and training totaling four (4) years including one (1) year of supervisory experience.

Experience in a stadium, arena, convention center or public assembly facility setting strongly desired.

Valid driver’s license issued by the State of Montana.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran’s or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.